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MEMORANDUM FOR: Deputy Director (Administration)

REFERENCE: "Agency Organization...." to you, dated 10 December 1954.

1. I have come across Research Report No. 20, entitled, "Planning and Developing the Company Organizational Structure", by the American Management Association, copyrighted 1952. This is a book of about 200 pages, and constitutes quite a detailed study.
2. The personnel function and its organizational echelon placement comes in for consideration, of course, and in the position taken by AMA, the personnel officer reports to the head of the company and his responsibilities include all medical activities and training.
3. The difference between the position taken in this book and Mr. Worthy's position is that AMA says all job training, including job instruction, should be supervised by the personnel director, whereas Worthy believes that on-the-job training should be done by the operators.



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Chief, Management Staff

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